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Tuesday, 28 August 2007

S U M M O N S

MEETING: Personnel Sub Board
DATE: 5 September 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

Councillor Wright (Chairman)
Councillor Chegwyn (Vice Chairman)
Councillor Carter Councillor Hook
Councillor Clinton Councillor Smith

The Mayor (Councillor Gill) (ex officio)
Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio)

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or bomb alert (intermittent ringing) sounding, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- **The Summons, Agenda and accompanying Reports can be provided in large print, on tape, in Braille or in other languages on request**
- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Sub Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES

To confirm the Minutes of the Sub Board meeting held on 6 June 2007 (copy attached)

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Sub Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday 3 September 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Sub Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday 3 September 2007).

6. LOCAL AGREEMENT – FIRST AIDERS

To seek the Sub-Board's approval to the updated Local Agreement relating to First Aiders.

PART II
Contact Officer:
Kathy Inch
Ext 5224

7. FUNCTIONS AND SCOPE OF THE LOCAL JOINT STAFF COMMITTEE

To seek the Sub-Board's approval to the updated Provision, Functions and Scope of the Local Joint Staff Committee.

PART II
Contact Officer:
Kathy Inch
Ext 5224

8. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

Personnel Sub Board
5 September 2007

9. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

PART B ITEM
FOLLOWING THE EXCLUSION OF THE PRESS AND PUBLIC

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
10.	STAFFING REVIEW OF PRINTING AND GRAPHICS SECTION	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public.	Part II Ken Lucking Corporate Services Manager Ext 5305
11.	EARLY RETIREMENT	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public.	Part II Ken Lucking Corporate Services Manager Ext 5305

A MEETING OF THE PERSONNEL SUB BOARD

WAS HELD ON 6 JUNE 2007

The Mayor (Councillor Gill) (ex-officio), Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio), Councillors Carter (P), Chegwyn (P), Clinton (P), Hook (P), Smith and Wright (P)

It was reported that, in accordance with Standing Orders, notice had been received that Councillor Hicks would replace Councillor Smith for this meeting.

1. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of The Mayor (Councillor Gill) and Councillor Smith.

2. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2007-2008

RESOLVED: That Councillor Wright be elected Chairman for the Municipal Year 2007-2008.

3. ELECTION OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2007-2008

RESOLVED: That Councillor Chegwyn be elected Vice Chairman for the Municipal Year 2007-2008.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

RESOLVED: That the Minutes of the meeting of the Sub Board held on 21 March 2007 be approved and signed as a true and correct record.

6. DEPUTATIONS

There were no deputations received.

7. PUBLIC QUESTIONS

There were no public questions received.

PART II

8. EQUAL OPPORTUNITIES IN EMPLOYMENT

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'A') advising the Sub-Board of the necessity to update the Council's Equal Opportunities Policies, including the production of a separate policy covering Bullying and Harassment.

RESOLVED: That the adoption, with immediate effect, of the revised Equality and Diversity in Employment Policy and the Bullying and Harassment Policy be approved.

9. REDUNDANCY POLICY

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'B') advising the Sub-Board of the necessity to update the Council's Redundancy Policy in view of the change in redundancy payment calculations and legislation relating to discrimination.

RESOLVED: That the adoption, with immediate effect, of the revised Redundancy Policy be approved.

10. SMOKE-FREE POLICY

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'C') advising the Sub Board of the necessity to update the Council's Smoking Policy in view of the change in legislation.

The Head of Personnel confirmed that it was not felt appropriate for the policy to further define the term "immediate vicinity of workplaces". However, experience and any future case law may assist in determining whether a more accurate definition is needed. This would be monitored.

RESOLVED: That the adoption of the Smoke-Free Policy be approved with effect from 1 July 2007.

11. CHRISTMAS CLOSURE

Consideration was given to a report of the Chief Executive (a copy of which is affixed in the Minute Book at Appendix 'D') advising the Sub Board of a request received from UNISON that the Town Hall should close to the public on Monday, 24 December 2007 and that staff should be required to take a day's leave or flexi-leave on that day.

Members considered the question of whether staff could take flexi-leave on 24 December and concluded that this would not be appropriate.

RESOLVED: That:

- i. the closure of the Town Hall to the public on Monday, 24 December 2007 be approved; and
- ii. staff be required to take one day's annual leave on that day.

12. ANY OTHER ITEMS

There were no other items under the Chairman's special circumstances discretion to raise as a matter of urgency.

13. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information within Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

14. EARLY RETIREMENT

Consideration was given to an exempt report of the Borough Solicitor (a copy of which is affixed in the Minute Book at Appendix 'E') seeking approval for a request from a member of staff for early retirement.

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

The report indicated that approval was recommended as the retirement presented an opportunity to make financial savings and in time may provide a development vacancy for a trainee with the appropriate interest in the work in question.

RESOLVED: That approval be given to:

- (i) the request by the member of staff for early retirement with effect from 30 June 2007.
- (ii) a Council contribution of £11,878 to the pension fund.

The meeting commenced at 6.00pm and concluded at 6.16 pm

CHAIRMAN

AGENDA ITEM NO. 6

Board/Committee:	Personnel Sub-Board
Date of Meeting:	5 th September 2007
Title:	Local Agreement – First Aiders
Author:	Head of Personnel
Status:	FOR DECISION

Purpose

To seek the Sub-Board's approval to the updated Local Agreement relating to First Aiders.

Recommendation

That the Sub-Board approve the adoption forthwith of the updated Local Agreement relating to First Aiders shown at Appendix B.

1 Background

- 1.1 The Council's agreement relating to payments for first aiders has been in existence for a number of years, and is attached as Appendix A.
- 1.2 There are now a greater number of staff working at locations other than the Town Hall, and it has become apparent that there is a need for review of the agreement including the incorporation of clearer criteria.
- 1.3 The Health and Safety (First Aid) Regulations 1981 require that adequate and appropriate equipment, facilities and personnel are provided to enable first aid to be given to employees if they are injured or become ill at work. What is adequate and appropriate depends on the circumstances in the workplace; an assessment must be made of risks and first aid needs. First aid personnel should be available at all times people are at work, so increased provision is necessary to cover for absences. The risk assessment for Gosport Borough Council is made by the Safety Officer, in consultation with Safety Committee.

2 Report

- 2.1 A meeting was held between the Head of Personnel, Safety Officer and Branch Secretary, UNISON, to review the agreement, which was subsequently discussed at the Council's Safety Committee meeting in July 2007.
- 2.2 Safety Committee agreed that there should be 10 first aiders in the Town Hall, and 2 in each of the other workplaces (Grange Farm,

Nursery, Explosion Museum, Cemetery and Depot), making a total of 20.

- 2.3 A draft Agreement is attached as Appendix B.
- 2.4 This Agreement was recommended by Safety Committee for adoption, but there was one element on which the Committee did not agree, that being item 1.
- 2.5 UNISON represented that there should be three levels of payment rather than one payment for all first aiders, on the basis that some are called far more frequently than others. They therefore requested that there be a tiered system of payments as follows:
- The highest level of payment (£200) for those first aiders in public-facing locations (Town Hall, Grange Farm, Explosion Museum)
 - A lower payment (£140) for those dealing mainly with employees (Depot, Nursery, Cemetery)
 - The lowest level of payment (£70) for “Appointed Persons” (who undertake one day’s training as opposed to the much fuller course undertaken by those who qualify as “First Aiders”).
- 2.6 The Chairman of Safety Committee’s view, supported by Council Management Team, is that one payment should apply to all formally designated first aiders to recognise their training and voluntary commitment to the task.
- 2.7 There are currently only two “Appointed Persons” in the Town Hall; these staff (Town Hall Keepers) undertook the shorter course because they were unable to be released at the time for full training, and there was a need for cover in the Town Hall out of normal office hours. It is intended that they should be fully trained as soon as possible. The number of first aiders recommended by Safety Committee, together with those staff required to be trained in first aid as part of their job where the qualification is reflected in their grade, means that there should not normally be a requirement for “Appointed Persons” in addition to first aiders. There is not therefore a need for consideration of a different level of payment for Appointed Persons at this time.
- 2.8 Local Joint Staff Committee at their meeting on 16th August 2007 considered the draft revised Agreement, and UNISON’s submissions relating to tiered payments, including a further suggestion that, in the absence of a tiered system and a payment for “Appointed Persons”, the payment for all first aiders should be increased to £200 per annum. This was not agreed by the Committee, who recommended the draft Agreement for adoption.

3 Risk Assessment

- 3.1 The updating of the Council's local Agreement and allocation of an appropriate number of first aiders at each work location ensures that there is sufficient cover in the event of accident or illness.

4 Legal Implications

- 4.1 The Health and Safety (First Aid) Regulations 1981 require that adequate provision is made for first aid. The updated Agreement details the way in which the Council will comply with the legislative requirements.

5 Conclusion

- 5.1 The Council's Local Agreement relating to First Aiders has been reviewed and updated.
- 5.2 The draft revised Agreement has been discussed by Safety Committee and by Local Joint Staff Committee and is submitted for approval by Personnel Sub-Board for adoption forthwith.

Financial Services comments:	Budget provision is made for designated First Aiders. The cost of 20 First Aiders @ £189 in the financial year 2007/8 is £3,780.
Legal Services comments:	Contained within the report.
Service Improvement Plan implications:	Not applicable
Corporate Plan:	Not applicable
Risk Assessment:	Paragraph 3
Background papers:	Local Joint Committee Report 16.8.07
Appendices/Enclosures:	Appendix A – Previous Local Agreement on First Aiders Appendix B – Draft Revised Agreement on First aiders
Report author/Lead Officer:	Kathy Inch

APPENDIX A

FIRST AID PAYMENTS

1. The first aid payment for ALL employees to be *£189 per annum;
2. The number of recognised trained staff volunteer first aiders be determined by the Environmental Health Services Manager, dependent upon the total number of employees, their distribution, and other matters regarded as relevant;
3. An overall permitted maximum of paid volunteers be determined at 12 in the Town Hall.
4. Training of first aiders be arranged by the Environmental Health Services Manager, including necessary refresher courses;
5. Additional payments for recognised first aiders be made on written authorisation of the Environmental Health Services Manager to the Corporate Director (Finance).

* Payment to be reviewed annually w.e.f. 1st October in line with pay award.

APPENDIX B**FIRST AIDERS**

1. The Council's formally designated First Aiders will be paid £189 per annum, in instalments with pay. (This sum will be reviewed annually, having regard to the annual pay award.)
2. The responsibilities of a designated First Aider are to attend to an incident in or near to the workplace, and provide first aid assistance, maintain a record of action taken in the prescribed form, and summon additional assistance where this is required. First Aiders are required to undertake formal training, and refresher training as laid down by regulation, and to attend regular meetings. (Guidance on the role and responsibilities of a first aider will be issued (and updated as necessary) by the Safety Officer.)
3. The Council will meet the cost of such vaccinations as may from time to time be deemed vital for first aiders, as identified by risk assessment, where the vaccination cannot be obtained from the individual's General Practitioner at no cost. Any such vaccination must be approved by the Safety Officer in consultation with the Chairman of Safety Committee.
4. The maximum number of designated First Aiders will be determined by the Council's Safety Committee, having regard to the total number of employees, their distribution, and the nature of the work in each area.
5. Volunteers will be sought from the Council's established staff to undertake first aid duties. Approval of individuals as designated First Aiders will be given by the Chairman of Safety Committee in liaison with the Safety Officer, taking into account location and nature of the work, including the level of contact with members of the public.
6. The designation of First Aider and accompanying payment may be removed from an employee where, at the discretion of the Chairman of Safety Committee in liaison with the Safety Officer, an employee is no longer carrying out, or required to carry out, the duties and responsibilities of First Aider.
7. Training of First Aiders will be arranged by the Safety Officer, including necessary refresher courses.
8. Payment for designated First Aiders will be made on authorisation to the Financial Services Manager by the Safety Officer.
9. The nature of the duties associated with some posts may require that individuals are trained in first aid (which will be identified in the job description), for which purpose appropriate training will be provided, but no additional payment will apply, since the requirement is recognised within the evaluation of the post.

AGENDA ITEM NO. 7

Board/Committee:	Personnel Sub-Board
Date of Meeting:	5 th September 2007
Title:	Functions and Scope of the Local Joint Staff Committee
Author:	Head of Personnel
Status:	FOR DECISION

Purpose

To seek the Sub-Board's approval to the updated Provision, Functions and Scope of the Local Joint Staff Committee.

Recommendation

That the Sub-Board approve the adoption of the updated Provision, Functions and Scope of the Local Joint Staff Committee as shown at Appendix A.

1 Background

- 1.1 The functions and scope of the Local Joint Staff Committee were last updated in January 1999.
- 1.2 Since then, there have been changes in the Council's committee structure, and in the structure of the national negotiating machinery, which make an update necessary.

2 Report

- 2.1 The document detailing the Provision, Functions and Scope of the Local Joint Staff Committee has been reviewed, in consultation with the Branch Secretary of UNISON.
- 2.2 No major changes were considered necessary, other than updating terminology and the inclusion of paragraph 2.7. This latter paragraph has been included because the Council recognises TGWU (now merged with AMICUS as Unite) and GMB for negotiating purposes, but we are not aware of any members currently employed within those Unions.
- 2.3 The draft revised Provision, Functions and Scope document was considered by Local Joint Staff Committee at their meeting on 16th August 2007, and recommended for adoption.

3 Legal Implications

- 3.1 The Local Joint Staff Committee is the Council's formal means of communication with its recognised Trade Unions. Its terms of reference should be clearly defined.

4 Conclusion

- 4.1 The document detailing the provision, functions and scope of the Local Joint Staff Committee was last updated in January 1999. It has now been updated to take account of changes which have occurred since that time.
- 4.2 Local Joint Staff Committee at their meeting on 16th August 2007 recommended the draft document for adoption forthwith.

Financial Services comments:	No direct financial implications
Legal Services comments:	
Service Improvement Plan implications:	Not applicable
Corporate Plan:	Not applicable
Risk Assessment:	Not applicable
Background papers:	LJSC Provision, Functions and Scope dated January 1999
Appendices/Enclosures:	Appendix A – Provision, Functions and Scope of Local Joint Staff Committee (updated)
Report author/Lead Officer:	Kathy Inch

**Agenda Item 7
APPENDIX A**

GOSPORT BOROUGH COUNCIL

LOCAL JOINT STAFF COMMITTEE

**PROVISION, FUNCTIONS AND SCOPE
OF THE COMMITTEE**

SEPTEMBER 2007

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1. INTRODUCTION

Set out below are the provisions for the Local Joint Staff Committee, its functions and scope as part of the Recognition and Consultation Agreement between Gosport Borough Council (hereinafter known as “the Council”) and UNISON (hereinafter called “the Union”).

2. FUNCTIONS AND SCOPE

2.1 The functions and scope of the Local Joint Staff Committee shall be:

- (a) To establish and maintain regular methods of negotiation and consultation between the Council and its employees so as to maintain and improve industrial relations.
- (b) To seek to prevent differences and resolve them should they arise, notwithstanding the fact that disputes are dealt with through the Council’s Dispute Resolution Procedures, always provided that no question of individual discipline, promotion, or efficiency shall be within the scope of the Local Joint Staff Committee.
- (c) To implement agreements entered into by the relevant National Joint bodies or employers’ organisations.
- (d) To refer, if the Committee so wishes, any questions coming before it to South East Employers’ Organisation, for consideration and advice, and to inform South East Employers’ Organisation of any recommendation of the Local Joint Staff Committee which appears to be of more than local interest, provided that such recommendation has been approved by the Council (through the appropriate Board or Sub-Board) and the Union beforehand.
- (e) To consider any matters of interest, including matters referred by a Board or Sub-Board of the Council, Council Management Team, or the Union’s Executive Committee.
- (f) To make recommendations to the appropriate Board or Sub-Board of the Council.
- (g) Where recommendations are not accepted by Boards or Sub-Boards of the Council or the Union’s Executive Committee, the matter shall be referred back to the Local Joint Staff Committee for further consideration. The Local Joint Staff Committee shall then have the right to make further recommendations to the appropriate Board or Sub-Board.
- (h) Any other matters of collective bargaining as defined by the Trade Union and Labour Relations Act 1974 (or any subsequent appropriate legislation) to include training, employee development and equal opportunities, and to discharge such other functions as may be specifically assigned to the Local Joint Staff Committee.

- (i) To consider matters relevant to staff generally.
- 2.2 The Local Joint Staff Committee shall consist of representatives as follows:
- (i) The Council: The members of the Personnel Sub-Board (the Mayor and Chairman of Policy and Organisation Board as ex officio) appointed annually by the Council.
 - (ii) The Union: The Staff Side members including the Staff Side Secretary (to total a maximum equivalent to the members of the Personnel Sub-Board) appointed annually by the Union.
 - (iii) The Head of Personnel: In a non-voting capacity.
- 2.3 The Council Side may call for the attendance of any officer employed by the Council at any meeting of the Local Joint Staff Committee, in regard to specific matters falling within the scope of their Unit, and the Staff Side may call for the attendance of any officer of the Unit concerned, to assist them in any discussion. Each side shall notify the other, either through the Head of Personnel for the Council or the Staff Side Secretary in the case of the Union (see paragraph 4.2) at least 3 days in advance of the meeting of additional officers attending.
- 2.4 Either side may also invite the attendance of others interested in the matters under discussion, provided that the agreement of the other side is obtained to such attendance, either through the Head of Personnel for the Council or the Staff Side Secretary in the case of the Union.
- 2.5 In neither case, where other persons are in attendance under paragraphs 2.3 and 2.4, shall those persons have the right to vote (see also paragraphs 7.1 to 7.3).
- 2.6 If a representative on the Local Joint Staff Committee for the Council or Union ceases to be a Member of the Council, an employee of the Council or a member of the Union, then they will immediately cease to be a member of the Local Joint Staff Committee. Any vacancy shall be filled by the Council or the Union as necessary.
- 2.7 Where employees are members of Trade Unions other than UNISON, and the Unions are formally recognised by the Council, representatives of such Unions will be entitled to sit on the Local Joint Staff Committee, the number of seats held by each Union being proportional to the number of members of each Union, subject to the maximum specified at 2.2.

3. CHAIRPERSON AND VICE-CHAIRPERSON

- 3.1 At the first meeting after the annual meeting of the Council, the Local Joint Staff Committee shall appoint from its voting members a Chairperson and Vice-Chairperson, one of whom shall be a member of the Council and the other a Union representative. The Chair and

Vice-Chair shall alternate annually between the two sides.

- 3.2 The Chairperson will be responsible for conducting the meeting and will not have a casting vote. Both the Chairperson and Vice-Chairperson (or acting representative) must sign and validate the minutes of meetings.

4. JOINT SECRETARIES

- 4.1 The Union shall appoint their Staff Side Secretary, and the Head of Personnel will act as the other Joint Secretary.
- 4.2 The Joint Secretaries will be responsible for liaising with the Council on the consideration of agenda and minute administration etc. As a duly elected member of the Local Joint Staff Committee, the Staff Side Secretary will be entitled to vote. (Notification of the appointment of Staff Side Secretary will be made to the Chief Executive in writing.)

5. SUB-GROUPS

- 5.1 The Local Joint Staff Committee may, at its discretion, appoint sub-groups with delegated authority from Local Joint Staff Committee to consider matters of specific interest or concern, for report back to the Committee. Membership of sub-groups shall be restricted to members of the Local Joint Staff Committee or, by agreement, with specifically appointed officers.

6. QUORUM

- 6.1 The quorum shall be not less than three voting members from each side.

7. VOTING

- 7.1 Voting shall be by show of hands, or otherwise as the Local Joint Staff Committee shall determine. No resolution shall be regarded as carried unless it has been approved by a majority of the representatives present on each side of the Local Joint Staff Committee voting separately. The same voting arrangements shall apply to Sub-Groups, where they have been delegated powers.
- 7.2 In the event of the Local Joint Staff Committee failing to reach agreement on a major issue, and/or if the Council or Union's Executive Committee disagrees with the recommendations of the Local Joint Staff Committee, the matter in dispute may be referred to South East Employers' Organisation.
- 7.3 Any ex officio members shall not be entitled to vote.

8. MEETINGS

- 8.1 Ordinary meetings of the Local Joint Staff Committee shall be held at least four times per year. Special meetings may be held within five working days of receipt by the Joint Secretaries of a request from either

side stating the purpose of the meeting and details of the matters to be discussed. Matters to be discussed at ordinary meetings shall be stated in the agenda which will be circulated a minimum of one week prior to the meeting. Items not stated in the agenda may only be discussed with the agreement of the Local Joint Staff Committee, following the voting procedures outlined above.

9. MINUTES AND AGENDAS

- 9.1 The Council will be responsible for servicing the Local Joint Staff Committee, preparing and circulating agendas, taking and compiling minutes of the meetings etc. in accordance with paragraph 8.1, 9.2 and 9.3.
- 9.2 The agendas and minutes of the meetings shall be prepared by the Council in consultation with the Head of Personnel and Staff Side Secretary and distributed by the Council prior to meetings in accordance with the requirements of paragraph 8.1.
- 9.3 The minutes of the previous meeting will be signed and notified by the Chairperson or Vice-Chairperson at the beginning of the next meeting. If minutes are circulated to other Boards or Sub-Boards of the Council or the Union's Executive Committee, this shall only be done if they have been agreed as being correct by the Joint Secretaries and signed by both the Chairperson and Vice-Chairperson.

10. REPORTS AND RECOMMENDATIONS

- 10.1 A report of the proceedings shall be made to the appropriate Board or Sub-Board of the Council for its consideration, with or without a recommendation as may be deemed appropriate.
- 10.2 Where agreement has been reached by the Local Joint Staff Committee on any matter, it may be further agreed that the report of the proceedings shall be made to the full Council through the appropriate Board or Sub-Board with any observations of that Board or Sub-Board appended.

11. FACILITIES

- 11.1 The Council shall provide all the necessary facilities for conducting the Local Joint Staff Committee and associated business and shall bear the cost of stationery, postages and any other related petty disbursements.
- 11.2 The Council shall provide reasonable facilities to the Union representatives for the conduct of Local Joint Staff Committee business, including the holding of pre-meetings and de-briefings during normal office hours, and paid leave of absence for representatives to attend meetings and consult their members.